
Can you handle a fast-paced work environment? Interested in learning about the elections process? The Travis County Clerk's Elections Division is now hiring temporary election workers for the March 6, 2018 elections; please call 512-854-4996 for more information.

By becoming an election worker, you can help your community and be a part of this country's great democratic process!

Early Voting Poll Worker

These elite election workers serve for a 12-day period at one of the early voting locations in Travis County. Workers Check in voters on a computer, issue a code to access ballot on the voting equipment, provide assistance to voters with voting equipment if needed. Workers must be registered to vote in Travis County, able to attend an in-person, hands-on training class, and available to work the full 12-day period. The ability to speak both English and Spanish is a plus! Multiple locations and shifts are available. Positions pay \$10.00 to \$12.00 per hour.

Election Day Poll Worker


Election Day poll workers have duties similar to those of early voting workers, but everything happens in one day. Working on Election Day is long and often intense, but very rewarding. Workers Check in voters on a computer, issue a code to access ballot on the voting equipment, provide assistance to voters with voting equipment if needed. Workers must be registered to vote in Travis County, able to attend any required training prior to Election Day, and available to work from 6 am to 8 pm or until the polls close. The ability to speak both English and Spanish is a plus! Multiple locations are available. During a primary election, the pay is \$8.00 per hour. For all other elections, the pay is \$10.00 to \$12.00 per hour.

Student Election Day Poll Worker

High school students who are 16 years of age or older now have the opportunity to participate in the electoral process by serving as elections clerks at the polling place during Early Voting or on Election Day. A student who is at least 16 years of age and who is enrolled in a public or private high school or home school and has the consent of the principal (or parent/legal guardian in charge of education in home school) may serve as an election clerk. The elections officials must receive written authorization from the student's parent or guardian for the student to serve in the election for which he or she is appointed.

This program is designed to provide students with a greater awareness of the electoral process and the rights and responsibilities of voters. The students will assist their local election officials by filling positions at polling places during the Early Voting period or on Election Day and working under the direction of the polling place presiding judge.

Workers must be able to attend any required training prior to Election Day, and available to work from 6 am to 8 pm or until the polls close. The ability to speak both English and Spanish is a plus! Multiple locations are available. Positions pay \$10.00 per hour. (For all other elections, the pay is \$10.00 to \$12.00 per hour.-)

Visit www.sos.state.tx.us/elections/pamphlets/seci.shtml  for more information. If you are interested, please email us at Erecruiting@traviscountytx.gov or call (512) 854-4996 to apply!

Ballot By Mail Clerk

These diligent workers assist in the preparation, processing and qualification of Ballot-By-Mail applications. They assist with data entry of information of qualified applicants and prepare election materials and ballots for mailing. They accept, process, and sort all incoming mail as well as prepare and process the necessary paperwork related to official election mail. They must have excellent written and oral communication skills and possess the ability to organize and alphabetize. Experience in mail room, inventory control, customer service, call center, elections process or training preferred but not required. The pay is \$14.00 per hour.

Trainer

These detail-oriented workers assist in general instruction of election workers and election related tasks. They teach small groups of poll workers using the training materials provided and evaluate the performance level of trainees after class. They count, bundle, and prepare forms and materials for Election Day. They perform quality assurance checks to determine the accuracy of the forms kits to be used at each polling location. They also visit Early Voting and Election Day polling locations to provide technical and procedural assistance. Training is provided. Experience in teaching, corporate/technical training, communications or elections is preferred but not required. The pay is \$15.00 per hour.

Call Center Representative

These informative and friendly workers answer inbound calls from the general public and election workers. They provide information about voter eligibility, assist election workers with voting procedures and help voters locate polling locations. They route calls to appropriate staff members, identify and escalate priority issues and track the nature of their calls for post election analysis. They must have excellent written and oral communication skills and possess the ability to organize and alphabetize. Training will be provided. Bilingual (English and Spanish) skilled workers needed. Past experience in a call center, customer service, dispatcher, elections process or training preferred but not required. The pay is \$14.00 per hour.

Computer Technical Support

Laptop/Tablet Support staffs are responsible for setup, configuration, testing, and technical support of laptop and tablet systems used during an election. Must be able to follow detailed instructions. Monitor and document system performance and issues throughout the election cycle. Answers incoming calls from field Troubleshooters and end-users. Candidate must possess the ability to troubleshoot and fix end-user problems, and have experience with software/hardware upgrades. They are also required to respond to situations where standard procedures have failed in isolating or fixing hardware or software issues. Strong customer service skills are a must. The pay is \$20.00 per hour.

Technical Troubleshooter

Technical Troubleshooters assist in the preparation and testing of electronic voting equipment. They also deliver and set up voting equipment at polling locations. During Early Voting and Election Day, these workers are part of a rapid response team assigned to support polling locations, providing on-site technical support and supply replenishment. Strong customer service skills and the ability to lift up to 35 lbs. is required. Experience with Windows-based computer and tablet systems is preferred but not required. Training on elections procedures, operation of the electronic voting equipment, election law, and troubleshooting techniques will be provided. The pay is \$15.00 per hour.

Central Receiving Station Election Worker

If you want to be part of Elections but your time is limited, the Election Night Central Receiving Station might be for you. CRS workers process equipment and paperwork that election workers return after polls have closed. CRS workers must arrive by 6 pm on Election Night and can expect to be finished about 11:00 pm. Some workers must be registered voters of Travis County to handle balloting materials. Individuals who are not registered voters may carry equipment and act as file clerks/runners inside the station. You must be at least 16 years of age to work. The work can be physically demanding. The Central Receiving Station is located at 5501 Airport Blvd and pay is \$10.00 per hour.

Technical Troubleshooter Position – Travis County Elections

Can you handle a fast-paced work environment? Interested in learning about the elections process? The Travis County Clerk's Elections Division is now hiring Technical Troubleshooters for the upcoming XYZ election! ***This posting is for a Temporary Position that runs from approximately MONTH DAY – MONTH DAY*** Pay is \$15/hr.

Job Description: Technical Troubleshooters assist in the preparation and testing of electronic voting equipment. They also deliver and set up voting equipment at polling locations. During Early Voting and Election Day, these workers are part of a rapid response team assigned to support polling locations, providing on-site technical support and supply replenishment. Strong customer service skills and the ability to lift up to 35 lbs. is required. Experience with Windows-based computer and tablet systems is preferred but not required. Training on elections procedures, operation of the electronic voting equipment, election law, and troubleshooting techniques will be provided.

Benefits of Working as a Technical Troubleshooter:

- Great job to add to your resume if you are new to the workforce
- Ability to learn new technical and customer service skills
- Perfect job for retirees who want to bring in extra income
- Learn how the elections process works

Minimum Job Requirements:

- Must be at least 18 years old
- Possess a valid driver's license
- Possess or be able to acquire a Social Security card
- Have reliable transportation
- Be able to lift up to 35 lbs. on a regular basis
- Pass a criminal background check
- Be available to work up to 40+ per week during election periods
- Experience with tablets and Windows-based laptop systems is desirable

Application Process: Apply in person at the Travis County Clerk Elections Division, 5501 Airport Blvd., Austin, TX 78751. You must submit a Travis County Election Employment Application. Please bring a current resume with your driver's license or ID and Social Security card to the Elections Office.

Please note that emailed resumes are NOT considered complete applications. Interviews cannot be scheduled until a completed application is received.

Interviews are being scheduled at this time! Need more information? Email us at election@traviscountytx.gov

Laptop/Tablet Support Position – Travis County Elections

Can you handle a fast-paced work environment? Interested in learning about the elections process? The Travis County Clerk's Elections Division is now hiring Laptop/Tablet Support staff for the upcoming XYZ election! ***This posting is for a Temporary Position that runs from approximately MONTH DAY – MONTH DAY*** Pay is \$20/hr.

Job Description: Laptop/Tablet Support staff are responsible for setup, configuration, testing, and technical support of laptop and tablet systems used during an election. Must be able to follow detailed instructions. Monitor and document system performance and issues throughout the election cycle. Answers incoming calls from field Troubleshooters and end-users. Candidate must possess the ability to troubleshoot and fix end-user problems, and have experience with software/hardware upgrades. They are also required to respond to situations where standard procedures have failed in isolating or fixing hardware or software issues. Strong customer service skills are a must.

Minimum Job Requirements:

- Experience installing, testing, and configuring Windows and Android applications, printers and other accessories.
- Experience providing first and second level customer support
- Experience with database technologies is desirable
- Possess or be able to acquire a Social Security card
- Pass a criminal background check
- Be available to work up to 40+ hours per week during election periods

Application Process: Apply in person at the Travis County Clerk Elections Division, 5501 Airport Blvd., Austin, TX 78751. You must submit a Travis County Election Employment Application. Please bring a current resume with your driver's license or ID and Social Security card to the Elections Office.

Please note that emailed resumes are NOT considered complete applications. Interviews cannot be scheduled until a completed application is received.

Interviews are being scheduled at this time! Need more information? Email us at election@traviscountytexas.gov